

Sample: Request for permission to use “Fair Use Checklist”

From: Lerch, Maureen T

Sent: Monday, August 22, 2011 10:20 AM

To: 'copyright@columbia.edu'

Subject: Requesting permission to make copies of Fair Use Checklist

To whom it may concern,

I am requesting permission to reprint the following work:

Fair Use Checklist: <http://copyright.columbia.edu/copyright/files/2009/10/fairusechecklist.pdf>

This request is for permission to provide copies of the “Fair Use Checklist” to students enrolled in Wayne College’s Educational Technology course. I would also like to include the above content on the university’s course management system, known as “Springboard” (Desire to Learn platform) here at The University of Akron Wayne College. The materials are currently hosted on a university server, and they are accessible only to registered students with password access to the system.

This is also a request to provide copies of the “Fair Use Checklist” to participants of an upcoming session of the Ohio Association of Two Year Colleges Conference on October 21, 2011. The session, titled “Copyright or Copywrong? Using Case Studies to Learn about the Ethical Use of Information in the Classroom,” will share how I use the checklist with students in Educational Technology course.

Columbia University Libraries/Information Services holds the copyright for the checklist as part of the Copyright Advisory Office website (<http://copyright.columbia.edu/copyright/>). Your permission would confirm that you hold the right to grant this permission. I understand that the use of the checklist in the educational setting is supported by fair use, but I hope to emulate the practices of obtaining permission for our students.

This request is for a non-exclusive, irrevocable, and royalty-free permission, and it is not intended to interfere with other uses of the same work by you. I hope that you will support our educational programs by granting this permission. I would be pleased to include a full citation to the work and other acknowledgement as you might request. I would greatly appreciate your permission. If you require any additional information, do not hesitate to contact me at the address and number below.

Sincerely,

Maureen Lerch

Maureen T. Lerch

Library Director

University of Akron Wayne College

1901 Smucker Rd.

Orrville, Ohio 44667

(330) 684-8951

mlerch@uakron.edu

Sample: Permission granted to use "Fair Use Checklist"

From: Kenneth Crews [mailto:kcrews@columbia.edu]

Sent: Friday, August 26, 2011 5:01 PM

To: Lerch, Maureen T

Subject: Re: Requesting permission to make copies of Fair Use Checklist

Dear Ms. Lerch:

I am delighted to give you the permission you request. I strongly recommend that you also include the instructions or other explanatory materials for the checklist that you may also find on our website.

I ask only that you give a credit line, such as "Based on a checklist from the Copyright Advisory Office of Columbia University, Kenneth D. Crews, director."

Please include a link to our website: www.copyright.columbia.edu.

I am glad to help, and I delighted that you have found our materials to be useful. Watch for new materials and revisions on the website. Let me know if I can be helpful in any other way. All the best,

Kenneth Crews

PS: You also evidently used the guidance on our site about requesting permissions. I thank you!

Kenneth D. Crews, J.D., Ph.D.

Director, Copyright Advisory Office

Columbia University Libraries

Faculty Member, Columbia Law School and

Munich Intellectual Property Law Center

Contact Info: www.copyright.columbia.edu/contact